



Channel Islands

CALIFORNIA STATE UNIVERSITY

**Materials, Services, Facilities and Technology Fee  
Fiscal Year 2014-2015 Budget Request Form\***

**DUE: Friday, February 14, 2014 @ 5:00 P.M.**

**Please return completed requests via email to [gina.matibag@csuci.edu](mailto:gina.matibag@csuci.edu)**

If you have questions about this form, please contact Gina Matibag at (805) 437-3320  
For additional information please consult the MSFT web page.

Project or Activity Title: Graduate Writing Studio: Printing Capability for Postbac/Graduate Students

Name of organization requesting funds: EU/SOE

Date: 2/7/14

Requestor: Wendy Olson      Contact      Phone Number: (805) 437-8553

E-mail: [wendy.olson@csuci.edu](mailto:wendy.olson@csuci.edu)

Amount of MSFT Funding Requested: \$2300

Date Funding Needed by: 4-21-14

Will you receive funds from any other source(s)?    YES                  NO X

*If yes, please detail amount requesting from other source(s) as well as your total request for fiscal year 2013-2014 (including request from MSFT).*

Has this project or activity previously received MSFT funding? NO

*If yes, please attach copy of report*

Please describe how the use of MSFT funds for this project or activity will benefit the CI student body.

Please provide the following in your application. You may attach additional pages and materials (applicants may be requested to meet with the committee to discuss proposals):

1. **Brief Project Description.** Describe the project and its benefits to the educational or co-curricular experience of students at CI. Please provide specific information about how MSFT funds will be used and their impact on the campus. Please describe how this project benefits CI students? Please describe items and provide justification if your request includes the purchase of computers, equipment, furniture or other materials. Please provide a timeline for implementation of the proposed project. If physical improvements are requested please describe need, scope and impact of work to be



completed. If the project includes provision of services please indicate the type of service, personnel costs and level or quantity of service to be provided with project funds.

**Description of the Project:** The Graduate Studies Center and Graduate Writing Studio have increased capacity for postbac/graduate students at CI to have access to support in developing academic writing skills at the graduate level. Missing from the GSC/GWS services is access to a printer. This proposal requests funds for the purchase of a color printer to augment the computer services available to credential and graduate students in the GSC/GWS. Many graduate studies centers include amenities tailored to meet the needs and interests of the campus graduate community. These amenities typically include computers with printing capabilities, with wired and wireless access.

**Benefits:** Post baccalaureate students are typically working professionals, for whom ease of access and timely access to services is of particularly great importance. Providing access to a printer to credential and graduate students who are working alone and in groups at the Graduate Studies Center and Graduate Writing Studio would be another step toward serving this population's needs.

**Timeline for Implementation:** In February 2014 we added computer stations for credential/graduate student use in the GSC/GWS. We would like to add printing capability through this MSFT funding opportunity by the end of the Spring 2014 semester.

2. **Project/Activity Budget.** Please enclose a complete detailed budget of the entire project. Indicate (in **bold**) specific items of requested MSFT funding including (where applicable) a schedule and priority of project items to be considered if the project is funded at a reduced level. Were other, less costly, approaches considered when preparing the budget for the project? Are there elements that could be eliminated or deferred if funding is not available for the entire project?

Please see attached quote from I.T.

3. **Project Assessment.** Describe how the effectiveness of the project will be assessed and measures that will be used to determine if it has attained its objectives. Please note a report will be due at the end of the semester (or fiscal year for annual projects). If funded, how will the project acknowledge the use of student funds so that students are aware that their student fees made (or helped to make) it possible? If appropriate, indicate how the project or activity promotes sustainability at CI.

Students using the Graduate Studies Center and Graduate Writing Studio are routinely surveyed so that effectiveness of services can be monitored and adjusted as needed. The impact of having access to such basic services in the GSC/GWS as printing can be measured through inclusion of this element of service on survey instruments.

4. **Sources of Project Support.** Please list the other sources of funding, and additional support for the activity. Please explain if MSFT is the only source of support for the project.

MSFT is the only source of support for the project.

**Fiscal Management:** Project sponsor's unit or department may be responsible for incurred over and above what is funded through the MSFT. If support is requested for costs beyond initial award, or for use on activities or materials not included in approved proposals, the project sponsor must seek approval from the MSFT committee. The project sponsor will be responsible for managing purchases and transfers of funds related to approved projects.

Please review MSFT web page for information about the fund and its objectives before submitting your application.



**Sehi Computer Products, Inc.**  
1275 Puerta Del Sol  
San Clemente, CA 92673  
1-800-346-6315

Quote	Q00046356
Date	3/6/2013
Page	1

**Bill To:**

California State University Channel Islands  
One University Drive  
Accounts Payable  
Camarillo, CA 93012

**Ship To:**

California State University Channel Islands  
One University Drive  
Receiving Warehouse  
Camarillo CA 93012

Quote Number	Customer ID	Salesperson ID	Shipping Method	Payment Terms	Master No.
Q00046356	CAL012	jpolder	BEST	Net 30	139,287

Quantity	Item Number	Description	UOM	Unit Price	Ext. Price
1	CF082A#BGJ	HP LASERJET ENTERPRISE 500 COLOR M551DN	Each	\$831.66	\$831.66

This item is in stock, delivery is 3-7 business days from the receipt of your order. If you have any questions please contact me @ X216. Thank you for choosing Sehi, have a wonderful day! Jill

<b>Subtotal</b>	\$831.66
<b>Misc</b>	\$0.00
<b>Tax</b>	\$62.37
<b>Freight</b>	\$0.00
<b>Trade Discount</b>	\$0.00
<b>Total</b>	\$894.03



## HP LaserJet M551dn Printer

**Price:** \$809.23

**Printer Number:** CF082A

**Description:** LaserJet Printer

- 33 Pages per min
- Color
- <10.5 Seconds for the first page
- 75k pages duty cycle / monthly
- 1GB memory
- 2 paper tray standard
- Duplex Capable
- Networked
- Compatible with Windows and Mac
- One Year limited HP warranty



### Toner

Cartridge Number	Yield(5% Coverage)	Price on HP Site
CE400A Black	5,500 Pages	\$205.64
CE400X Black	11,000 Pages	\$276.66
CE401A Cyan	6,000 Pages	\$306.34
CE402A Yellow	6,000 Pages	\$306.34
CE403A Magenta	6,000 Pages	\$306.34

**Prices Revised:** 04/12/12

**NOTE:** IT only recommends HP toner cartridges because they are 100% recyclable.

***Purchase Instructions and Quote:***